

## **IAC Meeting Summary May 22, 2003**

### ***IAC Charter -- Terry Reid presented.***

The revised Charter from the previous meeting was discussed and approved (included as handout). The youth member role with IAC needs further clarification. DOH will also adopt some language to support diversity of membership.

### ***IAC Liaisons -- Carla Huyck presented.***

IAC liaisons were identified per ESD Region. They are:

- **101 Spokane—Sharlynn Rima**
- **105 Yakima—Ann Riley**
- **112 Vancouver—James Kissee**
- **113 Olympia—Heather Siemers**
- **114 Peninsula—Kellie Ragan**
- **121 Puget Sound—Paul Zemmann**
- **123 Tri-Cities—Corey Wakeley**
- **171 Wenatchee—Renee Hunter**
- **189 Mt Vernon—Lyndie Case**

Their role is to provide a link between IAC meetings and Regional meetings by providing meeting summaries and gathering feedback for IAC consideration. IAC will be scheduled to precede Regional meetings.

### ***Regional Meeting Protocols – Terry Reid presented.***

A proposed protocol was recommended by IAC for consideration (include as a handout). The protocol defines meeting purpose, DOH and local contractor roles in setting agenda and facilitation. The Liaison will ask for feedback will be asked at each Regional meeting in June. The protocol will be finalized at the next IAC meeting in August.

### ***Disparities Strategic Plan – Dave Harrelson presented.***

Dave summarized the strategic plan for identifying and eliminating tobacco related disparities. The plan has been completed by the Cross Cultural Work Group and sent to CDC. Next steps are to fund 5 community agencies representing underserved populations/communities and to integrated disparate activities with state and local program efforts. IAC advised DOH to find ways to communicate about the plan and the new disparities work that will not overwhelm and will encourage communication with the new partners.

### ***“Customer” Service Survey – Terry Reid presented.***

The process for the survey recommend by the work group was approved. The survey to assess contractors opinion on TPCP staff support and services will be web-based, anonymous, conducted over a 4 week period in August and September, and serve a vehicle for quality improvement for the state program. Next step is to pilot the survey with a small group of contractors in June.

***Secondhand Smoke Community Assistance Project Plan – Tammie Shaw***

Tammie provided an update. IAC identified the need to clarify the roles between community contractors and SHSCAP regarding the completion of the local policy assessment. That activity is required of all county contractors. King Co. volunteered to share the assessment tool they have developed.

***Youth Involvement/Empowerment Planning – Carla Huyck***

Carla asked for input from the committee on next steps in developing the strategic vision for the state program's role in youth empowerment activities. IAC suggested forming a panel of youth and adults to act as advisors. That group will consider the results of the study conducted by TPRC and the activities already underway, as well as any relevant information from other states. The goal is to have this work done so it can be incorporated into the state's strategic plan and implement in SFY 2005.

***TPRC work plan for SFY 2004 – Tamatha Thomas-Haase and April Pace presented.***

The draft plan was distributed and members provided comment. They recommended having the training calendar available as soon as possible.

Next IAC meeting is set for 8/28/03.